

GROUP HUMAN RESOURCES DIRECTOR
(Unclassified Management)

DEFINITION:

Under administrative direction, to plan, direct, organize, coordinate and review the human resource activities of a County Functional Group or Agency; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified management class assigned to a County Function Group or Agency. Under the direction of a Deputy Chief Administrative Officer or the Director, Health & Human Services Agency, incumbents are responsible for managing all human resource functions within a group/agency. Incumbents in this class serve as a principal assistant/consultant on human resource matters to the general manager. Under the functional direction of the Director, Human Resources, incumbents coordinate group/agency Human Resource (HR) programs to promote and ensure consistent and appropriate HR practices.

EXAMPLES OF DUTIES:

Plans, directs, organizes, coordinates, and evaluates the overall human resource activities of one of the County Functional Groups or Agency; acts as the human resource consultant to the general manager in managing the human resource function within the group/agency including providing demographic, financial, budgetary and other human resource planning information which can be used to make informed human resource decisions; provides strategic human resource policy information to ensure the best use of county resources; coordinates and oversees the activities through consultation with and technical direction from the County's Director of Human Resources; works with the Director of Human Resources to plan, develop and implement programs, policies and practices pertaining to employee training and professional development, organizational effectiveness, compensation strategies, recognition and awards programs, workplace diversity, employee assistance and discipline; provides technical direction to departmental human resources representatives; consults with county administrators to discuss personnel services; identifies problem areas and proposes solutions to personnel related issues; collects and analyzes data to recommend improvements to operating systems; assists in the preparation of the group/agency budget by providing information and making recommendations; performs the most sensitive technical personnel services assignments; attends staff meetings and may represent the group manager/agency director; performs special studies and projects as assigned by the general manager/agency director, or at times, by the Director of Human Resources.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- General Management System in principle and in practice.

Skills and Ability to:

- Act as an innovative change agent to successfully translate centralized county human resources policy to line staff and departmental personnel officers.

- Perform sensitive technical personnel work.
- Analyze personnel problems and recommend practical solutions.
- Counsel staff and departmental administrators on a wide variety of personnel matters.
- Personally interrelate with individuals and groups.
- Implement departmental and County-wide personnel activity policy and procedures.
- Prepare executive level correspondence, reports, and group-wide personnel studies.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which demonstrates the possession of the knowledge and skills stated above. Examples of such education/experience are: a bachelor's degree from an accredited college or university in public administration, business administration, industrial/governmental psychology, or a closely related field. A graduate degree in a related field is highly desirable. Experience must have included responsibility as a human resources manager for a large company or public agency overseeing a multi-functional human resources system.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.